



OFFICE OF THE STATE FIRE MARSHAL



☐ **New Castle County**

Delaware Fire Service Center
2307 MacArthur Road
New Castle, DE 19720-2426
302-323-5375/Fax 302-323-5366

☐ **Kent County**

Delaware Fire Service Center
1537 Chestnut Grove Road
Dover, DE 19904-1544
302-739-4447/Fax 302-739-3696

☐ **Sussex County**

Delaware Fire Service Center
22705 Park Avenue
Georgetown, DE 19947-6303
302-856-5600/Fax 302-856-4607

APPLICATION FOR PLACE OF ASSEMBLY LICENSE

Special Event

Complete application and return to the above office in the county where permit is to be located, along with a check or money order in the amount of \$25.00 made payable to "State of Delaware" within 30 calendar days from the date of this inspection.

Date: _____

Name of Establishment
as it appears on Delaware Business
License:

Street Address of Establishment:

Date of Event:

Nature of Event:

Establishment Telephone #:

Emergency Contact #:

Name of Corporation:

Address of Corporation:

Manager's Name:

Name of Principal Owner:

Address of Principal Owner:

Principal Owner's Telephone #:

Contact E-mail Address:

Fire Marshal Use Only

Date Rec'd: _____
Check #: _____
Fee Rec'd: _____
License #: _____
Expiration Date: _____

Signature of Applicant

Title

* Owner / Operator – Access the General Fire Safety Requirements online at:
<http://www.statefiremarshal.delaware.gov/pdfs/genfiresafetyreqassembly.pdf>



OFFICE OF THE STATE FIRE MARSHAL



Sussex County

Delaware Fire Service Center
22705 Park Avenue
Georgetown, DE 19947-6303
302-856-5298/Fax 302-856-5800

Kent County (Headquarters)

Delaware Fire Service Center
1537 Chestnut Grove Road
Dover, DE 19904-1544
302-739-4394/Fax 302-739-3696

New Castle County

Delaware Fire Service Center
2307 MacArthur Road
New Castle, DE 19720-2426
302-323-5365/Fax 302-323-5366

Dear Place of Assembly Owner:

In order to ensure the safety of all occupants in your establishment, the Office of the State Fire Marshal will be conducting yearly Life Safety inspections in all Places of Assembly as defined in the National Fire Protection Association (NFPA) Life Safety Code 101 (50 or more people). Your establishment falls within these guidelines.

The Delaware State Fire Prevention Regulations, Regulation 701, Chapter 3, Section 2.0 requires that an annual license shall be obtained from the State Fire Marshal to engage in the operation of the Places of Assembly. A staff member from the Office of the State Fire Marshal will conduct a full Life Safety inspection of your establishment and calculate an updated occupancy limit based on the current floor plan and use of your establishment. The staff member will also provide you with an application for a Place of Assembly License. The owner of each Place of Assembly shall make application to the Office of the State Fire Marshal on the form provided. A check or money order in the amount of \$25.00 payable to the **"State of Delaware"** shall accompany the application. The \$25.00 fee does not apply for establishments that recently received a final inspection after the approval of a plan review.

The annual license (valid for one year) will be issued after the completed application and fee have been received by the Office of the State Fire Marshal and a satisfactory inspection of the occupancy has been completed with any noted violations corrected. Such license shall be posted in a place within the occupancy that is readily visible to the public.

If you have any questions, please feel free to contact the appropriate office in your respective county (see above) for the Office of the State Fire Marshal.

Sincerely,

Grover P. Ingle, CFPS, CFI-II
State Fire Marshal

GPI/klv